



Parks Operations Supervisor

Class code: 1160

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 6

I. Position Summary

Budgets, plans, organizes, and supervises the operation and maintenance of County parks and associated facilities. Project Manager for Capital Improvement Projects in assigned Parks.

II. Supervision Exercised

Acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Ensures compliance with departmental standards and legal requirements and implements policies and procedures to assure effective and safe functioning of assigned activities.
- Assists Parks Program Manager in the preparation of the Parks Program budget, identifying staff and resource needs for parks maintenance and operation; manages, monitors and analyzes the expenditures and revenues for assigned parks.
- Establishes and maintains a fee collection procedure for assigned operations.
- Schedules and supervises an ongoing landscape maintenance program to assure all park grounds are properly maintained. Coordinates the mowing, weeding, watering, pruning, fertilizing, herbicide control, and debris cleanup functions.
- Assures proper operation conditions and maintenance of all equipment including pumps, purification, filtering, and irrigation systems within assigned parks; schedules equipment for routine maintenance as appropriate.
- Inspects parks, grounds, and other areas of responsibility to assure high quality and standards of cleanliness, health and safety are being met and to identify deficiencies and safety hazards.
- Recommends projects and repairs to remedy situations.
- Assists in the analysis and recommends capital improvement projects to existing facilities, equipment, and operating systems of assigned parks.
- Maintains inventory control and purchases materials, supplies, and equipment; performs research to recommend the purchase of capital improvement items.
- Serves as project supervisor for capital improvement projects in assigned parks.
- Maintains a record-keeping system that provides for the proper evaluation, control, and documentation of assigned operations.
- Responds to users in the resolution of inquiries, problems, complaints, or emergencies affecting quality of services. Communicates rules and ordinances to the public.
- In accordance with the County's policies, applicable collective bargaining agreements and laws, plans, organizes, and supervises the work of assigned employees; provides training for subordinates and reviews and evaluates work performance; effectively recommends the hiring, discipline, transfer, and termination of subordinate employees.
- Oversees the diagnosis and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints and/or maintenance and repair manuals.
- Enforces County park ordinances. Issues written warnings and citations as a County appointed Code Enforcement Officers. Prepares written reports.
- Arranges for contractors to provide specialized maintenance and service repairs as necessary; approves payments to contractors.

- Coordinates work with other County staff; monitors work for contract compliance, and assures requested work is completed in an efficient and timely manner.
- Responds to the most sensitive or complex inquiries or service complaints as directed.
- May operate a variety of power tools and heavy equipment.
- Acts as a liaison with other departments and outside agencies to coordinate activities as directed.
- In cooperation with the Parks Program Manager, plans, develops, schedules and leads the Park safety program and monthly meetings.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of practices, principles, procedures, and equipment of park grounds and facility systems and maintenance.
- Knowledge of construction, carpentry, plumbing, irrigation sprinkler systems, mechanical, painting, and related tools and equipment.
- Knowledge of basic computers and computer software applications; Ability to use and access automated data systems.
- Knowledge of vegetation and landscape maintenance principles, practices, and related equipment.
- Knowledge of modern supervisory principles and practices including safe working procedures and ability to identify hazards.
- Knowledge of basic math, including the ability to add, subtract, multiply and divide accurately.
- Ability to plan, organize, supervise, and evaluate the work of assigned staff.
- Ability to read and understand blueprints, schematics, specifications, and structural, mechanical, electrical, plumbing, irrigation, and maintenance repair manuals.
- Ability to work with little to no direction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to communicate effectively, both orally and in report writing, to explain policies, regulations, and procedures and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to understand and follow oral and written instructions.
- Ability to exercise judgment, initiative, and discretion in sensitive matters.
- Ability to read, analyze interpret and communicate documents such as policies, procedures or government regulations.
- Ability to work around electrical currents and/or hazardous materials in a safe manner.
- Ability to compute budget and forecasts.
- Ability to demonstrate effective interpersonal skills.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- High school diploma AND two years of college education in outdoor recreation or resource management or a related field AND three years progressive supervisory or lead person experience in park operation and maintenance, or related field; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other Requirements

- Valid Oregon State Driver's License with an acceptable driving record.
- First Aid and CPR cards required within 6 months.
- Required to secure certifications for fresh water and sewage treatment plant operator within two years of hire.
- Required to secure pool and spa operator certificate within 12 months of hire.
- May be required to secure certification for playground inspections.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently and in excess of 20 pounds of force daily to move objects. Operate a variety of tools, equipment and vehicles used in performance of daily tasks. Requires ability to perceive color, odor, texture and sound. Requires driving and travel.

Working Environment

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, traffic hazards, extreme temperatures, fumes, blood and other body fluids, inadequate lighting, work space that restricts movements, intense noise, biohazards, noxious plants, wildlife and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11